

LICENSE APPLICATION
DEPARTMENT OF HUMAN SERVICES
OFFICE OF LICENSING
 120 North 200 West, Suite 303
 Salt Lake City, Utah 84115-0500
 801-538-4242
 Fax – 801-538-4553
 Web Site: www.hslic.state.ut.us

ORGANIZATIONAL INFORMATION

Name of Organization, or Parent Company _____

Street Address _____

City, State, Zip _____

Administrator _____ Telephone Number _____

Fax Number _____ E-mail address _____

TOTAL LICENSED CAPACITY _____

LICENSED PROGRAM INFORMATION

(if different from parent organization)

Site Name – Name to Appear on License _____

Site Location Street Address _____

City, Zip _____

Local Contact _____ Telephone Number _____

Fax Number _____ E-mail address _____

CURRENT NUMBER ENROLLED _____

Is the program under contract with the Department? Yes No If Yes, which Division(s) _____

TYPE OF PROGRAM AND FEES (Make check payable to *Department of Human Services, Office of Licensing*)☐ New Program \$200.☐ Renewal

- ☐ Adult Day Care \$50. + \$1.25 per
(50 or fewer) licensed capacity
- ☐ Adult Day Care \$100. + \$1.25 per
(51 or more) licensed capacity
- ☐ Adult Foster Care No Fee
- ☐ Child Placing \$150.
- ☐ Day Treatment \$75.
- ☐ Intermediate Secure Care \$150.
- ☐ Social Detoxification \$100.

- ☐ Outdoor Youth \$100. + \$5.00 per
licensed capacity
- ☐ Outpatient Treatment \$50.
- ☐ Domestic Violence
- ☐ Other
- ☐ Residential Support \$50.
- ☐ Residential Treatment \$100. + \$1.50 per
youth capacity
- ☐ Life Safety \$100

FEE CALCULATION (NOTE: "Multiple Service Programs" are charged full fee for the most expensive, and 50% for remaining programs, if there are cost savings in the licensing process. Multiple Service Programs include one program at multiple sites, and/or multiple programs at one site. Determination is to be made with licensuror.)

Basic Fee: _____ (If reduced for Multiple Services, which is full fee program?) _____

Capacity: _____ x fee _____ = _____

TOTAL: _____ Fee Enclosed? ☐ Yes ☐ No _____

OL Endorsement _____

Applicant Signature _____

Date _____

GENERAL LICENSING INFORMATION

1. Licensing procedures are governed by statute: UCA62A-2. By law, the following human services programs require licensure:
 - A. *"Adult day care": continuous care and supervision for three or more adults for four to 24 hours a day, that meets the needs of functionally impaired adults.*
 - B. *"Child placing": receiving, accepting, or providing custody or care for any child under 18 years of age, temporarily or permanently.*
 - C. *"Day treatment": specialized treatment for less than 24 hours a day for four or more persons who are unrelated to the owner or provider.*
 - D. *"Domestic violence treatment program": a nonresidential program designed to provide psychological treatment and educational services to perpetrators and victims.*
 - E. *"Outpatient treatment": individual, family, or group therapy or counseling designed to improve and enhance social or psychological functioning.*
 - F. *"Residential support": arranging for or providing the necessities of life as a protective service to individuals or families who are disabled or who are experiencing a dislocation.*
 - G. *"Residential treatment": a 24-hour group living environment for four or more individuals unrelated to the owner or provider.*
 - H. *"Resource family home": a home licensed to provide services to a child in the custody of the state, including foster care homes and legal risk homes.*
 - I. *"Secure treatment": 24-hour specialized residential treatment or care for persons who cannot live independently or in a less restrictive environment.*
 - J. *"Social detoxification": short-term residential services for persons who are intoxicated, that are provided outside of a health care facility licensed under Title 26, Chapter 21.*
 - K. *"Youth program": a nonresidential program designed to provide behavioral, substance abuse, or mental health services to minors.*
2. Licensing requirements are governed by Administrative Rule. Rules can be obtained by calling our Office or from our website: www.hslic.state.ut.us. "Core" Rules apply to most programs, and additional Rules apply to particular programs: Residential Treatment, Residential Support, etc.
3. Requirements generally common to all human services programs include the following:
 - A. Board of Directors or governing body. Articles of Incorporation and organization chart.
 - B. Written local approval. Requirements established by local planning and zoning officials, such as, Business License, Conditional Use Permit, etc.
 - C. Local Health and Fire Certifications.
 - D. Policy and Procedures Manuals, as described in Rule.
4. Programs providing services to children or vulnerable adults are required to have annual background clearances on owners, directors, board members, employees and volunteers. Copies of the Clearance Request Form can be obtained from our Office. Administrative Rules governing clearance procedures are also available from our website.
5. A licensing decision will be made within 30 working days of receiving all application materials, including appropriate fee.
6. Please feel free to contact the Office of Licensing for additional help. To be assigned to a specific Licensing Specialist, you may contact the Supervisor at 538-4236.